

## KERN COUNTY DEPARTMENT OF HUMAN SERVICES CHILD WELFARE SERVICES DISASTER RESPONSE PLAN

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This template is intended to be used as a guide to help counties incorporate the 2006 federal disaster response criteria as part of local child welfare plans. Minors in the probation system must also be included in the plan. County plans must be amended to include Child Welfare Services (CWS) Disaster Response Plans and be operational by September 28, 2007.

In September 2006, Congress passed the Child and Family Services Improvement Act of 2006 (Public Law (PL) 109-288). PL 109-288 amended Part B of Title IV of the Social Security Act to reauthorize the Promoting Safe and Stable Families Program. Among other changes, PL 109-288 established requirements for states on disaster planning in child welfare under Section 6 (a) (16). Accordingly, counties are requested to address the following program areas in developing local disaster readiness plans.

## KERN COUNTY DEPARTMENT OF HUMAN SERVICES CHILD WELFARE SERVICES DISASTER RESPONSE PLAN

CWS Disaster Response Criteria A:	Identify, locate, and continue availability of services for children under State care or supervision who are displaced or adversely affected by a disaster:
<b>Essential Function:</b>	<b>Identification and location process of children who may be displaced</b>
Process Description:	<p>The primary concern of Kern County Department of Human Services (KCDHS) is to assure the safety and well-being of children in its care, departmental employees, and children otherwise known as “unaccompanied minors”, who may be left unsupervised as the result of a disaster.</p> <p>Immediately prior to, during, or after a disaster, the status of children in the Department’s care will be determined via the telephone, a home call, and/or verbal or in-person contact with emergency</p>

	<p>shelters. Social Service Workers (SSWs) will maintain and carry with them, when leaving their primary work site, a current record of every child in their case load (CWS/CMS Caseload Reports and Field Worksheets), including: child's name, address, telephone number, age, social security number, and contact information for birth parents, siblings, and other collaterals/providers.</p> <p>In a major disaster, KCDHS will provide a variety of services for court dependent minors, departmental employees, and displaced minors, within the mandated care and shelter duties as they relate to the care and supervision of children. Upon request of the Emergency Operations Center (EOC), KCDHS will provide emergency child welfare services, including:</p> <ul style="list-style-type: none"> <li>Assign staff to emergency shelters or relief programs to implement an information and location assistance program in coordination with the toll-free disaster contact number;</li> <li>Interview, identify and provide immediate care for displaced minor victims;</li> <li>Process requests from caregivers of court dependent minors for disaster assistance;</li> <li>Activate a phone tree to contact caregivers and birth parents (including out of county/state facilities) for/with care status updates and to relay information on court hearings, evacuation needs, etc.;</li> <li>Activate a disaster victim inquiry line; and</li> <li>Perform other tasks relating to the care and safety of departmental employees and minors.</li> </ul> <p>The department will support the EOC, on request, by providing emergency child welfare services, including assigning staff to emergency shelters or relief programs to implement an information and location assistance program in coordination with the toll-free disaster contact number; interview, identify and provide immediate care for displaced minor victims; process requests from caregivers of court dependent minors for disaster assistance; activate a phone tree to contact caregivers and birth parents (including out of county/state facilities) for/with care status updates and to relay information on court hearings, evacuation needs, etc.; activate a disaster victim inquiry line; and perform other tasks relating to the care and safety of departmental employees and minors.</p>
<b>Essential Function:</b>	<b>Communication process with resource families</b>
Process Description:	<p>It is the Department's priority to make contact with, and respond to the needs of, resource families, birth parents, the children/youth in the Department's care, and unaccompanied minors, in the hours immediately following a disaster or other emergency. The initial assessment and response will include these steps:</p> <ul style="list-style-type: none"> <li>Establishing contact without duplicating efforts by coordinating with other systems that track family and child location, such as call-in logs and calls made to/by other agencies or providers.</li> <li>Maintaining a database/log of contacts completed versus families and children/youth whose</li> </ul>

status is unknown.

Categorizing initial assessment results by locations and needs of resource families, providers, and children/youth.

Coordinating services with other agencies, such as mental health and public health, when providing information, referral and support.

Providing services in alternative locations by using mobile units and neighborhood resource centers when relocation is required by the scale of the disaster or to move closer to the location of families and children/youth.

Offering trauma counseling to families and children/youth.

Creating additional programs/services, such as child care for families still searching for missing members/victims, assistance to foster families needing to care for their own children, and extended service times to complete home/shelter visits.

The phone tree process will be activated to contact all resource families named on the emergency contact list CD, assuring that every effort is made to contact all identified providers. Once a worker either contacts or is contacted by their supervisor or designated manager, they will participate in the phone tree process to contact all resource families, using their Field Worksheets. Each social worker will contact the caregivers and birth parents (including out of county/state facilities) to share care status updates and information on court hearings, evacuation needs, etc. concerning each child on their caseload. Once all minors and associated contacts are completed, every effort will be made to contact the identified providers on each minor's Field Worksheet.

The Foster Care Emergency toll-free line established by the Department to provide emergency information in case of a major disaster will be activated/manned. This number is available as a direct line of communication between the Department and foster parents, non-relative extended family members (NREFM)s, relative caregivers, birth parents, group homes, foster family agencies, contract providers, and the children/youth placed in out of home care. A list of critical information for the minors in their care is being developed to assist caregivers in knowing how to provide detailed status updates to KCDHS. This list will be distributed as a laminated business card with the emergency numbers on the alternate side. The Resource Family Emergency Worksheet is published in the October and April monthly newsletters to resource families and provided in new parent orientation classes. Also included in the newsletter are guidelines for developing disaster plans to assist resource families and youth living independently in preparing for a disaster.

KCDHS staff will be deployed, and will coordinate deployment of Kern County Mental Health (KCMH) staff, to designated American Red Cross (ARC) shelters to process initial intakes and registration of foster/NREFM/relative caregivers and the children in their care; birth parents and the

	children in their care; licensed providers and the children in their care, including daycares; and unaccompanied minors presented to the care and shelter site for care and supervision. Managers will follow the process to identify and reunite unaccompanied minors with their parents/guardians, also providing temporary placement, as needed.
<b>Essential Function</b>	<b>Identification of evacuation procedures – Event known in advance</b>
Process Description:	Once the Department Operations Center (DOC) determines evacuation is necessary, personnel with emergency assignments will respond accordingly to their pre-established assignment. As rehearsed in quarterly drills conducted at each business site, staff will follow evacuation procedures defined in the building evacuation plan, including gathering at pre-determined staging areas away from the site, as necessary.
<b>Essential Function:</b>	<b>Identification of evacuation procedures – Event not known in advance</b>
Process Description:	Once the DOC determines that evacuation is necessary, personnel with emergency assignments will respond accordingly to their pre-established assignment. As rehearsed in quarterly drills conducted at each business site, staff will follow evacuation procedures according to the building evacuation plan, including gathering at pre-determined staging areas away from the site.
<b>Essential Function:</b>	<b>Identification of shelters</b>
Process Description:	Shelters will be mutually agreed upon by the ARC, the County EOC and KCDHS. The ARC has identified local shelter sites and placed those shelter sites on the National Shelter System database. In addition, shelter sites will be assessed on an ongoing basis to increase shelter capacity in the local community using sites other than City, County and School facilities.
<b>Essential Function:</b>	<b>Parental notification procedures</b>
Process Description:	<p>A Foster Care Emergency toll-free line is being established by the Department to provide emergency information during and after a disaster. This number provides a direct line of communication between departmental staff and resource families, including: foster parents, non-relative extended family members (NREFM)s, relative caregivers, birth parents, group homes, foster family agencies, and the children/youth placed in out of home care or living independently.</p> <p>KCDHS staff will be deployed to designated ARC shelters to process the initial intake and registration of foster/NREFM/relative caregivers and the children in their care; birth parents and the children in their care; licensed providers and the children in their care, including daycares; and unaccompanied minors presented to the care and shelter site. Efforts will be coordinated with similar activities conducted by county public health and aging adult services, following the process to identify and reunite unaccompanied minors with their parents/guardians and providing temporary</p>

	placement, as needed.
<b>Essential Function:</b>	<b>Alternative processes for providing continued services</b>
Process Description:	<p>Per the KCDHS Disaster Plan, designated staff are assigned as site managers, program points of contact, and other points of authority to serve as a leadership/management team in the event of an emergency or disaster. This team identifies essential functions, mission critical activities, and temporarily suspended activities; delegates temporary authority in the absence of senior leadership; and assigns staff to assure the continuation of mandated services and the provision of critical emergency services.</p> <p>The 211 information line <u>began</u> operation <u>on</u> October 1, 2007 by the Kern Community Action Partnership, for providing information and referral to community services within Kern County. The 211 information line will be operational seven days a week, 24-hours a day, and is toll-free. During and after a disaster, the 211 information line will share disaster relief information relative to housing, food, counseling and numerous other community resources.</p>
<b>Essential Function:</b>	<b>Staff assignment process</b>
Process Description:	<p>According to the Disaster Plan, designated staff are assigned as site managers, program points of contact, and other points of authority to perform as a leadership/management team in the event of an emergency or disaster. This emergency team identifies essential functions, mission critical activities, and temporarily suspended activities; delegates temporary authority in the absence of senior leadership; and assigns staff to assure the continuation of mandated services and the provision of emergency services.</p> <p>When the decision is made to open emergency shelters and staffing is requested, departmental staff designated for each District Office are contacted, who will contact supervisors, who will contact unit members, in order to direct sufficient numbers to the indicated shelter areas. A shift is normally 12 hours. If multiple shelters are involved, each manager will be assigned a specific shelter to staff. DHS may deploy staff to assist at other non-ARC, community-based shelters as requested, <u>with the approval of Director or designee</u>. Prior approval is essential to guarantee the highest priority allocation of scarce DHS resources.</p>
<b>Essential Function:</b>	<b>Workload planning</b>
Process Description:	Per the KCDHS Disaster Plan, all managers, supervisors, and designated critical support staff with decision making authority will contact and deploy staff as needed to meet the demands of service delivery, often drawing on added resources, including mutual aid agreements with other counties or states. The emergency leadership team will incorporate the following critical considerations relating to workload management into their instructions/expectations for supervisors of line staff, including:

	<p>Assess availability of child welfare staff; identify those affected by the disaster and their locations. Prioritize work functions; focus on more essential/critical and limit/discontinue the less critical/non-essential/routine activities.</p> <p>Explore available waivers, i.e. ICPC, Medicaid, etc.; communicate to front line staff.</p> <p>Train and assign staff to man toll-free phone number(s).</p> <p>Rotate local staff with non-local staff and volunteers for the most demanding disaster related positions.</p> <p>Managers will log situations they address to create a simple guide and avoid duplication of effort when other managers/volunteers face the same situations. Once the disaster is over, the log will be instrumental in recommending revisions to the disaster plan.</p>
<b>Essential Function:</b>	<b>. Alternative locations for operations</b>
Process Description:	<p>The primary KCDHS DOC is located at KCDHS Headquarters, 100 East California Avenue, Bakersfield, California, 93307, and the alternate DOC is under construction. The DOC is equipped with priority and essential telephone lines, RIMS system, an amateur radio, plus enough supplies of various types to support an extended 24-hour operation. Once activated, the primary function of the DOC is to coordinate and direct the Department's emergency response. The DOC's initial task is to determine the Department's status by obtaining facility damage and employee injury reports. Management decisions will be made, and DHS resources will be directed based upon the data collected by the DOC.</p> <p>The DOC is staffed by the Director, the Assistant Directors, and other designated managers and staff of decision making authority with assigned roles during a disaster or other emergency, The Public Information Officer (PIO) will operate as an extension of the DOC, remaining in close proximity and available to the DOC, as needed, in all instances of disaster or other emergency.</p> <p>The DOC reports to and receives information from the County EOC; receives and provides information to and from DHS Offices; ensures that DHS ongoing operations are maintained; and delegates staff to man ARC emergency shelters, including operation of the Foster Care Emergency Line and other public contact lines for information on unaccompanied minors, disaster victim inquiry/registry, location of shelters, etc.</p>



<b>Essential Function:</b>	<b>. Orientation and ongoing training</b>
Process Description:	<p>The “Disaster Plan” (<a href="#">Yellow Book</a>) identifies and defines key components of the KCDHS disaster response plan. The Plan details departmental commitments to provide services before, during, and after a disaster under leadership of the DOC, assigned site managers (APD/PD), management and other designated staff of authority. A copy of the department’s emergency instructions is provided to each KCDHS employee and receipt is acknowledged by the employee’s signature on the “KCDHS Individual Employee Emergency Response Instructions Employee Acknowledgment”. The departmental Safety Officer or designee is responsible for providing periodic updates to the “Disaster Plan” and “KCDHS Individual Employee Emergency Response Instructions”.</p> <p>All managers and supervisors are to have available a copy of the KCDHS Disaster Plan and plan updates, in the form of interagency memorandums. All new employees are to receive a copy of the “KCDHS Individual Employee Emergency Response Instructions” as a part of the orientation training process. When assigned to a work site, all employees are provided a copy of their facility’s Building Emergency Evacuation Plan and map.</p> <p>Each employee shall sign the “KCDHS Individual Employee Emergency Response Instructions Employee Acknowledgment” form as a part of the annual Performance Evaluation process. All new hires will complete the acknowledgment form as a part of the orientation process. The “KCDHS Individual Employee Emergency Response Instructions Employee Acknowledgment” form will be kept in the employee’s personnel folder that is maintained by their supervisor.</p> <p>All managers, supervisors, and designated critical support staff, when away from work, are to have a confidential, 24-hour phone listing/duty roster readily available of home/emergency contact information for all direct reports. Per the KCDHS Disaster Plan, designated staff are assigned as site managers, program points of contact, and other points of authority to serve as a leadership/management team in the event of an emergency or disaster. Designees will carry on their persons at all times, when away from the business site, a CD of the confidential, 24-hour phone listing/duty roster of assignments in the event of a disaster, evacuation, or other emergency.</p>
<b>CWS Disaster Response Criteria B:</b>	<b>Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases:</b>
<b>Essential Function:</b>	<b>New child welfare investigation process</b>
Process Description:	During or after a disaster, KCDHS is not absolved from any of its state mandated tasks, (i.e., child abuse referral responsibilities) or activities essential to drawing Title IV-E funding. However,

	<p>Government Code 8567 does allow the Governor to make, amend, and rescind state regulations and corresponding activities/functions in the event of a disaster. If necessary, KCDHS can submit a request to the Governor through the Board of Supervisors, or any other designated agency, to suspend KCDHS state mandated child welfare responsibilities. If they concur, the request would be signed and forwarded to the Governor.</p> <p><u>Emergency Response Child Abuse Referral Function:</u></p> <p>During or after a disaster, each Program Director or designee shall ensure that all <u>Emergency Response Child Abuse Referrals</u> are investigated. In some situations, it may be necessary to retain a skeleton crew or to shift staff to another facility in order to respond to emergency referrals. All actions regarding staff movement must first be reported to and approved by the DOC. If a Program Director, Assistant Director, or designee cannot be reached, all staff movements are to be determined by the DOC.</p>
<b>Essential Function:</b>	<b>Implementation process for providing new services</b>
Process Description:	<p>After a disaster, KCDHS will request the court to activate departmental disaster court procedures. Feasible timeframes will be established to allow for the generation of court reports and court appearances. All existing standards for new service provision, except as added, amended, or rescinded by the Governor, remain in effect during a disaster or other emergency.</p> <p>A formal request will be made to the court to issue an extended standing order permitting the Department to act on a caregiver's behalf in evaluating and authorizing medical/psychological treatment for minors when no parent or guardian is available to authorize such treatment.</p>
<b>CWS Disaster Response Criteria C:</b>	<b>Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster:</b>
<b>Essential Function:</b>	<b>Communication structure – staff</b>
Process Description:	<p>Telephone trees are maintained for all office staff and will be utilized when/where telephone systems are in working order. All managers, key support staff, and other designated managers and staff with decision making authority who have assigned roles during a disaster or other emergency, when away from work, are to have their Confidential, 24-Hour Phone Listing/Duty Roster readily available. Managers and supervisors are to maintain an updated emergency contact list CD of home telephone numbers for all direct reports in their program/unit. In addition, assigned site managers are to keep current the telephone tree(s) for their site.</p>



	Each KCDHS site is equipped with at least one answering machine or voicemail designated to provide disaster referral information to DHS staff and significant others. The answering machine is connected to the site manager's (Program Director's or Assistant Program Director) telephone, and can be programmed from another location. Messages to staff and the general public will be programmed in the event of a disaster or office closure. Signage placed at all entrances/exits will display the emergency phone number and a message of operations status for that site. The Employee Information toll-free line within the DOC will provide access to information to staff and for their family members/significant others.
<b>Essential Function:</b>	<b>Communication structure – child welfare personnel (phone tree)</b>
Process Description:	<p>Telephone trees are maintained for all child welfare staff and will be utilized when/where telephone systems are in working order. Social workers have been trained to call the toll-free number provided to county employees by the County Administrative Office for the status of an emergency and whether they should contact the DOC for further instructions.</p> <p>Once a worker either contacts or is contacted by their supervisor or designated manager, the phone tree process will be activated to contact all resource families named on the emergency contact list CD, assuring that every effort is made to contact all identified providers. Each social worker will contact the caregivers and birth parents (including out of county/state facilities) for/with care status updates and to relay information on court hearings, evacuation needs, etc. concerning each child on their caseload. All contacts will be logged manually, for future entry into CWS/CMS, should connections be inaccessible.</p>
<b>Essential Function:</b>	<b>Communication structure – contracted services</b>
Process Description:	<p>Once the Foster Care Emergency Line toll-free is activated, contracted providers are instructed to contact this number, after taking steps to secure their family. Should children be at their place of business or otherwise in their care receiving services, the contractor will contact the children's caregivers. They will make arrangements for reuniting the children and caregivers or assist in arranging for medical care, as needed.</p> <p>Once the children are no longer in their care, and the provider has secured their family, they will contact the DOC to determine whether their services are needed. During and after the disaster/emergency, the provider is under agreement to remain on call to provide services, as needed and requested by the DOC, to assist in meeting child welfare service mandates.</p>
<b>Essential Function:</b>	<b>Communication process when all normal channels are unavailable</b>
Process Description:	In the event of significant area loss of regular communications systems, the Department will prepare employee information announcements for release over the Emergency Alert System (EAS)

	<p>and the television. Child welfare workers, care givers, and contract service providers, including those outside the county/state, will be given instructions for maintaining contact with the DOC, until such time as normal channels of communication are available.</p> <p>Unless otherwise instructed, all employees and contract providers residing in the county are deployed to the shelter in closest geographic proximity to their place of residence. Agreements with various county agencies also reflect agreements with respective agency managers to deploy staff to various shelter/emergency sites, based on closest proximity to employee's residence.</p>
<b>Essential Function:</b>	<b>Communication frequency</b>
Process Description:	Per the KCDHS Disaster Plan, supervisors will use every available means to make contact with their direct reports and the employees assigned to other supervisors, as requested. They must continue with hourly attempts to reach each individual on their roster until able to confirm each employee's status. This will continue until all employees are either accounted for or must be listed as unaccounted-for in a report to the DOC. Once reported to the DOC, a determination will be made as to the frequency of further attempts to contact unaccounted-for employees.
<b>Essential Function:</b>	<b>Communication with media</b>
Process Description:	<p>The KCDHS PIO will provide information to the public and the media through the DOC. Any employees deployed to emergency shelters may be approached by the media. When answering questions from the media, staff are instructed to adhere to ARC media guidelines, specifically:</p> <ul style="list-style-type: none"> <li>Only respond concerning the shelter to which you are assigned;</li> <li>Only respond concerning your assigned duties;</li> <li>Never allow any shelter resident to be shown on television or to be interviewed without their consent.</li> </ul>
<b>Essential Function:</b>	<b>Communication with volunteers</b>
Process Description:	After a disaster, the ARC opens and operates Evacuation Centers and Mass Care Shelters to feed and shelter disaster victims. Evacuation Centers are normally open for a few hours while Mass Care Centers may be open days, weeks or even months. The ARC provides services to disaster victims free of charge.
<b>Essential Function:</b>	<b>Establishment of a toll-free number prior to disaster (include TTY)</b>
Process Description:	The Foster Care Emergency and KCDHS Employee toll-free lines, the CPS Hotline number, and other departmental emergency contact numbers will be provided to community members who would have need for those numbers no later than 10/1/07.

	The 211 information line <a href="#">began</a> operation <a href="#">on</a> October 1, 2007 <a href="#">and operates</a> seven days a week, 24-hours a day. During and after a disaster, this line will share disaster relief information relative to housing, food, counseling and numerous other community resources.
<b>CWS Disaster Response Criteria D:</b>	<b>Preserve essential program records:</b>
<b>Essential Function:</b>	<b>Record preservation process</b>
Process Description:	<p>Each departmental business site throughout the County shall have a hard copy supply of high priority CWS/CMS documents, e.g., Detention Hearing Report, Jurisdictional Report, Status Review Report, Emergency Response Referral, etc. The documents shall be completed manually and, as necessary, faxed, hand delivered, or otherwise sent to alternative locations of service delivery. Once the computer and CWS/CMS become operational, SSWs and/or support staff will be assigned to input the information from manually completed documents into CWS/CMS.</p> <p>Additionally, the Juvenile Justice building and partnering agency business sites are being provided a hard copy supply of high priority CWS/CMS documents to reduce the instance of delayed service delivery. Laptops using an alternative power source are downloaded with the CWS/CMS application and remote access capability. The child welfare assistant and program directors will be provided these for alternative access to client files in the event of an emergency.</p>
<b>Essential Function:</b>	<b>Use of off-site back-up system</b>
Process Description:	<p>As an off-site back-up, KCDHS has sought permission to place a CWS/CMS computer at the new Commerce Street business site. Other considerations include the DOC and/or EOC, hospitals, and other public agency business sites that serve clients of child welfare services. Laptops using an alternative power source are downloaded with the CWS/CMS application and remote access capability and are provided to the child welfare assistant and program directors.</p> <p>All critical records that are essential to service delivery have been scanned and placed on the “X” drive of CWS/CMS computers. Doing so makes possible the sharing of forms and critical records with providers and agencies outside the county and state.</p>

<b>CWS <a href="#">Disaster Response Criteria</a> E:</b>	<b>Coordinate services and share information with other states:</b>
<b>Essential Function:</b>	<b>Interstate Compact on the Placement of Children reporting process</b>
Process Description:	The case carrying social worker is responsible for contacting caregivers outside the county and state, to determine children's safety and well being. All departmental letterhead contains the toll-free number for contacting KCDHS staff during normal business hours, off times, and in the event of a disaster. Social workers from outside Kern County have been advised of departmental contact information for verifying the status of children placed within the county. Neighboring counties to Kern have completed reciprocal agreements for courtesy supervision and service delivery for their children residing in Kern County.
<b>Essential Function:</b>	<b>Mental health providers</b>
Process Description:	Kern County Mental Health (KCMH) system of care provides clients access to services based on geographic location of the child's placement. KCMH partners with KCDHS, through a mutual aid agreement, to provide mental health services in the event of a disaster by deploying professional staff to each disaster site and emergency shelter. KCMH and KCDHS professional staff partner to provide mental health services to staff, clients, and other community residents, according to their geographic location, as described in both agencies' disaster plans. All essential communication with mental health agencies outside the county/state, either to confirm the status of clients or to request services, would be conducted by and coordinated through KCMH's administrators and/or managers.
<b>Essential Function:</b>	<b>Probation</b>
Process Description:	Kern County Probation (KCP) system of care provides clients access to services based on geographic location of the child's placement. KCP partners with KCDHS, through a mutual aid agreement, to provide services in the event of a disaster by deploying professional staff to each disaster site and emergency shelter. KCP and KCDHS professional staff partner to services to clients, and other community residents, according to their geographic location, as described in both agencies' disaster plans. All essential communication with agencies outside the county/state, either to confirm the status of clients or to request services, would be conducted by and coordinated through KCP's administrators and/or managers.

<b>Essential Function:</b>	<b>Courts</b>
Process Description:	As a public agency, KCDHS partners with local Juvenile Justice, Superior Court, Fifth District Appellate Court, Public Defender, District Attorney, Probation/Parole, and Child Support Services to share in service delivery to mutual clients. A list of key representatives from each entity is updated monthly and published for all KCDHS, in hard copy and on the intranet website. In the event of a disaster, one or more representatives from each of these entities would be assigned as liaison to the KCDHS DOC. Communication with their respective counter part agencies outside the county/state would be conducted and/or facilitated by the liaisons through the respective entities' managers and key service delivery representatives.
<b>Essential Function:</b>	<b>Federal partners</b>
Process Description:	The disaster coordinators for both the DOC and EOC maintain updated lists of contact information for federal partners and distribute updated hard copy of lists to members of the EOC and the various DOCs.
<b>Essential Function:</b>	<b>CDSS</b>
Process Description:	The KCDHS Director, Assistant Directors of child welfare services and support, and the Ombudsman maintain regular communication with CDSS concerning departmental activities. In the event of a disaster, the DOC PIO would be responsible for issuing formal statements to the EOC PIO for release to CDSS. Communication concerning mandated service delivery, including requests to the Governor to make, amend, and rescind state regulations and corresponding activities/functions in the event of a disaster, would be conducted by these administrators. Information sharing between various social service agencies outside California would be conducted by KCDHS administration and its representatives.
<b>Essential Function:</b>	<b>Tribes</b>
Process Description:	Social workers and other program contacts would maintain communication with tribal authorities concerning the status of minors currently identified by each tribe. Local tribal contacts would provide information to identify unaccompanied minors and locate their families. Inquiries made by tribal authorities or representatives outside California would be referred to the child welfare administrators assigned to the DOC.
<b>Essential Function:</b>	<b>Volunteers</b>
Process Description:	In the event of a disaster, the EOC, in coordination with the various DOCs, and the Kern County Personnel Department would oversee requests for, and deployment of, volunteers from outside the county/state.

OTHER FUNCTIONS	Department Preparedness
	<p>Each Assistant Director or designee will ensure that basic emergency supplies are stocked in the facility. Basic supplies are first aid kits, flashlights, batteries, emergency blankets and a battery-operated radio.</p> <p>All managers and key support staff, when away from work, are to have their Confidential, 24-Hour Phone Listing/Duty Roster readily available. They are to maintain an updated listing of facility staff's home telephone numbers. In addition, assigned site managers are to keep current the telephone tree(s) for their site. Further, all supervisors are to maintain an updated emergency contact list of all direct reports.</p> <p>All assigned site managers are to establish good working relationships with local fire, law enforcement, and other key community resources. These local entities should be identified in the local site disaster plan and included in the quarterly disaster/evacuation drill, as possible/practical.</p>